

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-7046



December 18, 1986

ALL-COUNTY LETTER NO. 86-130

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITORS  
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the October - December 1986 quarter. Instructions are provided which relate to Electronic Data Processing (EDP) and the Public Assistance Food Stamp (PA/FS) cost shift formula.

The following administrative expense claim forms are to be used for the October - December 1986 claim. Forms denoted as revisions will be transmitted to the counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	11/86*	DFA 327.4B	12/86*
DFA 325.1A	11/86*	DFA 327.4C	12/86*
DFA 325.1AA	12/86*	DFA 327.4D	12/86*
DFA 325.1B	9/85	DFA 327.5	12/86*
DFA 327.1A	12/86*	DFA 327.6	12/86*
DFA 327.1B	12/86*	DFA 327.7A	12/86*
DFA 327.1C	12/86*	DFA 327.7B	12/86*
DFA 327.1D	12/86*	DFA 327.7C	12/86*
DFA 327.2A	12/86*	DFA 327.8A	12/86*
DFA 327.2B	12/86*	DFA 327.8B	12/86*
DFA 327.2C	12/86*	DFA 327.8C	12/86*
DFA 327.2D	12/86*	DFA 327.9	12/86*
DFA 327.3A	12/86*	DFA 327.10A	12/86*
DFA 327.3B	12/86*	DFA 327.10B	12/86*
DFA 327.3C	12/86*	DFA 327.10C	12/86*
DFA 327.4A	12/86*	DFA 327.11B	12/86*

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 43	9/86*	DFA 856	4/82
DFA 46	7/86*	DFA 47	7/86*
DFA 48	7/86	DFA 53	9/86*
DFA 48A	7/86	DFA 323	6/86
DFA 50	7/86	DFA 403	12/86*
DFA 52	9/86*	DFA 419	8/86

\*Denotes form revised for December 1986 quarter.

#### I. Electronic Data Processing (EDP)

Counties were notified via All-County Letter 86-73, dated August 11, 1986 and Errata Letter, dated August 22, 1986, that the EDP Time Study requirements had been amended for the July - September 1986 quarter to accommodate the recent implementation of the Greater Avenues for Independence (GAIN) Program and the Statewide Automated Welfare System (SAWS).

Several counties have asked for clarification of the time study instructions contained in ACL 86-73 that pertained to clerical workers performing key entry activities for a computer system. In order to clarify what constitutes an EDP activity for purposes of applying the "primary function" test identified in ACL 86-73 (Part III.a), the following guidelines are provided:

- o County welfare department (CWD) staff assigned to the CWD-EDP function who perform duties which keep a system operational, i.e., available for normal use under day-to-day operating conditions, are performing EDP maintenance and operation (M&O) activities. This would include programmers, computer operators, systems analysts, key data entry operators, and others whose work is in direct support of an EDP system.
- o CWD staff who use a computer system in the normal course of their job duties, whether in addition to or in place of a manual system, are not performing EDP activities. These are administrative overhead or case-carrying activities which are claimable in the appropriate cost

With this discussion in mind, the following provides examples of which clerical workers would complete the DFA 48 or 48A time study:


1. The CWD has an EDP shop which includes key data entry staff. It is the purpose of the key data entry staff to input information provided by CWD case-carrying staff or clerical and administrative support staff into the computer system for further processing. When these workers are not performing data entry activities, they are performing other EDP activities. These workers would time study on the DFA 48 or 48A, as appropriate, on a continuous monthly basis.
2. The CWD does not have a separate EDP shop per se, but does have a clerical pool which provides key entry input into a computer system. The information that is key entered is provided by other CWD personnel performing case-carrying or administrative activities. When these workers are not performing key entry activities into the computer system, they perform normal clerical or administrative duties, e.g., typing, filing, word processing, file maintenance. These workers would time study on the DFA 48 or 48A on a continuous monthly basis to determine the amount of time spent performing the key entry activity and whether or not they meet the "primary function" test outlined in All-County Letters 86-73 and 85-107. If they meet the test, i.e., more than 50 percent of their individual time is spent performing the key entry function, 100 percent of the individual's salary would be included in the EDP Personal Services category on the DFA 325.1.
3. The CWD has a clerical pool assigned the responsibility of maintaining the case files on the Medi-Cal Eligibility Data System (MEDS) and ensuring the accuracy of the information contained therein. In the normal course of performing their jobs, these clerical workers utilize a computer terminal to access these case files and correct, update, or delete information as required. These workers are performing normal clerical support activities and, therefore, will not time study on the DFA 48 or 48A regardless of the amount of time spent using the computer terminal.

Counties are reminded that the only CWD non-EDP staff who may time study on the DFA 48 or 48A are those individuals performing developmental activities as outlined in ACL 86-73, (Part III, b. and d.).

## II. PA/FS Cost Shift Formula

The PA/FS rate for FY 86/87 is 22.62 percent as stated on the DFA 327.9, column BX instructions. The portion to be applied to lines 33, 49 and 57 however, was incorrectly stated as .0754. The correct ratio applied to lines 33, 49 and 57 should be .1131. We regret any inconvenience this may have caused the counties.

Any questions regarding this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 8-485-7046.

  
ROBERT T. SERTICH  
Deputy Director  
Administration

cc: CWDA